

FILED  
RETURN TO  
RECORDS MANAGEMENT DIVISION

Chief, Printing & Reproduction Division/LO

27 April 1955

Chief, Records Management Division/MS

Regulation No.

1. The issuance of subject regulation has brought up the problem of how best to handle the approval of requisitions for microfilming services.

2. As you recall we worked out an agreement last Spring that requisitions for microfilming equipment would be approved by this office. Since then  has been forwarding all such requisitions to us for approval. This arrangement has proven quite profitable as we have been able, already to save approximately \$10,000 because of it.

3. It is believed that a somewhat similar arrangement could be used for approving requisitions for microfilming services.

reports that he has spoken to  concerning this and they are agreeable to forwarding all requisitions for microfilming services received by your Plant to us for review. However, before this is done I understand that  would like for us to outline a procedure which would permit this review to be made with a minimum of delay in fulfilling requisitions. Therefore, I am proposing the following procedure:

a. The Printing and Reproduction Plant will forward all requisitions for microfilming, microfilm processing, microfilm enlarging and microfilm printing to the Management Staff, Attention:

b. This office will get in touch with each requester to obtain certain pertinent information for evaluating purposes, i.e., when appropriate we will attempt to determine such matters as: the scope of the project; the need for the project; whether some other method may be more suitable than microfilming; types of microfilm equipment being used by the requester; need for maintenance or repair services; whether equipment could be shared with others; indexing requirements; whether operators need further training; quantities and condition of film on hand; and similar related data.

c. All such pertinent information will be recorded on a project control sheet, similar in design to Exhibit A, attached. Each approved project will be assigned a serial number preceded by the letters RMM. The first approved project will be numbered RMM-1, the second RMM-2 and so on for subsequently approved projects.

d. A copy of the project control sheet will be provided for the requesting office, a copy for Printing and Reproduction Division, which will be sent to the Plant along with the returned requisition, and a copy will be retained in this office. The sheet will bear the approved project number and the requester will be advised to show that same number on all subsequent requisitions drawn against the project. Thus, it will be necessary to review only one requisition from each project. Requisitions bearing a RMM number need not be forwarded to us for further approval.

4. This office does not intend to arbitrarily disapprove any requisition for microfilming services. We will, however, after thorough investigation, make whatever modifications are called for in the interest of efficiency and economy. When another method, more appropriate than microfilming is indicated we will naturally recommend it.

5. I do not feel that this procedure will necessitate any undue delay or inconvenience to the requesters. Similar reviews of requests for microfilm services in other agencies have resulted in considerable benefits to those agencies. If you have no objections to the procedure we are prepared to begin the review at once.



25X1

Attachment

RMD/RSB/JES:pj

*[Handwritten signature]*  
4/29